EARLS BARTON TRANSPORT SHOW

Please do not print this page, it is for information only

Please print both pages of the form, ideally print it double sided (pages 2 & 3).

If you haven't previously filled in a privacy statement (GDPR) then please also print this (page 4)

Page 5 is intentionally blank, this is to aid double sided printing.

If you don't already have a fire risk assessment then please print the template for this, it is a requirement to have a fire risk assessment and it will be checked during either the setup days or show days that you have this with you (the fire risk assessment is pages 6-8).

Please consider the environment and do not print this page and print the pages that you need to print double sided.

EARLS BARTON TRANSPORT SHOW 2025

CHARITY FORM 23rd, 24th & 25th AUGUST

WHITES NURSERIES
EARLS BARTON

COMPLETE IN BLOCK CAPITALS

FULL NAME - …… CHARITY NAME - ……..……..

ADDRESS - …….. SELLING - …….

…… ……..……

…… PITCH FRONTAGE REQUIRED - ……FT.

POST CODE - ……... VEHICLE REGISTRATION NUMBER - ……..……..…….

TELEPHONE - ……. INSURANCE COMPANY - ……..……

EMAIL - …… POLICY NUMBER - ……..……

Payment Options
Cheque ☐ Bank transfer/BACS ☐ (Tick as appropriate)

ALL CHARITY PITCHES ARE 30 FOOT DEPTH AND ARE CHARGED AT £2.50 PER FOOT FRONTAGE

CHARITY No - …….	**___Footage @ £2.50/foot**	=	£_____

ALL TRADERS MUST HAVE RELEVENT PUBLIC LIABILITY INSURANCE FOR THEIR ACTIVITIES. COPIES OF THESE & FIRE RISK ASSESMENT MUST BE SENT WITH THE BOOKING FORM.

BOOKINGS ARE TAKEN ON A FIRST COME FIRST SERVED BASIS – PLEASE MAKE CHEQUES PAYABLE TO EARLS BARTON TRANSPORT SHOW.

If paying by Bank Transfer/BACS then the form and paperwork must be sent in before paying, then we will send payment instructions which will include a reference number which must be used as the reference when paying. Failure to do so may result in your payment being missed and/or no pitch available for you. Please include an email address in the space above if you intend to pay by bank transfer/BACS.

Full payment is due by bank transfer/BACS either 30 days after receiving payment instructions or the latest date that payments must reach us by, whichever is sooner.

Payment by cheque or bank transfer/BACS must reach us by 8th August 2025 after that payment must be made by cash on arrival.

PLEASE SIGN, DATE AND RETURN TO THE ADDRESS BELOW ENCLOSING A5 OR LARGER SELF-ADDRESSED ENVELOPE WITH THE CORRECT POSTAGE PAID, STAMPS MUST BE THE NEW STYLE WITH A BARCODE ON.

I HAVE READ THE CONDITIONS ON THE NEXT PAGE AND AGREE TO ABIDE BY THEM AT ALL TIMES WHILST ON SITE

SIGNED - …… DATE - ……

RETURN TO:-
Mr R. Tingey
C/O EBTS
14 Alder court
Northampton
NN3 8UQ
Tel:- 07541873591
Email:- cat_trebor@yahoo.co.uk

Mr M. Higham
1 Streeton Way
Earls Barton
Northampton
NN6 0HX
Tel:- 01604 811633
Email:- info@earlsbartontransportshow.co.uk

Days of attendance
Saturday Yes / No
Sunday Yes / No
Monday Yes / No
Cross Out Days Not Attending

For official use only	
Date received	
Charity Accepted	Yes / No
Pitch No	

EARLS BARTON TRANSPORT SHOW 2025

GENERAL TERMS AND CONDITIONS

1. The organisers reserve the right to accept or reject any booking form enquiry. Any rejected bookings will be notified by return of post immediately stating any reasons and any cheques received will be returned.
2. The site owners, officials, members and agents of Earls Barton Transport Show accept no liability for any loss, damage or injury to any person or property during the event however such loss or damage occurs.
3. All traders shall have Public Liability Insurance to cover their activities for a limit of indemnity of not less than £5,000,000 for any one accident and the organisers reserve the right to inspect the insurance certificate on entry. Any trader not insured or not conforming could face expulsion from the event.
4. No vehicle movements are permitted on site unless specifically directed by an official. All vehicles entering the site must display the relevant Vehicle Pass to the event, they must have dipped beam headlight on and not display hazard warning lights and adhere to the 5 mph speed limit at all times whilst on site.
5. The allocation of pitches shall be at the sole discretion of the organisers every endeavour will be made to ensure fair-trading. Outside stallholders must make their own provision for supplies of electric and receptacles for drinking water. There will be no sub-letting of stalls or pitches to other parties. Only goods indicated on the booking form may be sold.
6. Generators must be sited well away from tents, awnings, marquees and caravans with the correct earth spike fitted. **All generators must be turned off between the hours of 23.00 (11pm) and 06.00 (6am).**
7. Health & Safety regulations must be adhered to at all times whilst on site, all contractors or service providers must present up to date risk assessments for their activities to the Safety Officer.
8. All chemical toilets must be emptied into the correct elsan points provided.
9. All traders must be equipped with their own fire extinguisher of an appropriate type.
10. **There will be no loud music played on site other than entertainment pre-booked by the organisers.**
11. All dogs must be kept on a lead at all times whilst on site and all mess to be cleaned up immediately. Any guard dogs must be chained at all times with chains not to exceed 12ft. Any owners not adhering could face expulsion from this event.
12. All tenants will be responsible for the clearance of litter. All litter must be discarded into the rubbish bins provided. All traders are responsible for the clearance of litter on and within 20ft of the frontage of their pitches. Stands creating litter by means of their sales or offers, issue of tickets, leaflets or samples must provide a suitable container at all times.
13. All stands must be ready for business 15 minutes before the opening times and remain open until the event closes to the general public with all delivery vehicles off of the general public site until the event closes to the general public, **the event is open to the public between 10am and 5pm each day**.
14. No food or drink may be sold without either a catering concession or prior agreement with the organisers. All vendors of food must comply with the local health regulations and have relevant certificates readily available the organisers reserve the right to inspect them at any time whilst on site.
15. There will be no refund of any pitch fees for any reason other than if a booking has been rejected or the event being cancelled up to 1 week prior to the event.
16. Payments by cheque or bank transfer/BACS must be received no later than 2 weeks prior to the event, otherwise payment will be by cash on arrival.
17. The organisers reserve the right to alter, amend or add to these conditions. They cannot be liable for any additional restrictions, which may be applied by the site owners at any time. Any decision made by the site owners, organisers, officials and event security is final.
18. Risk assessments (if applicable) and fire risk assessments must be available for inspection at any point over the setup or show. A committee member or a nominated representative may request to see these at any point while you are on site. Copies of which must be sent in with your application form.

Privacy Statement

Here at the Earls Barton Transport Show we take your privacy seriously and will only use your personal information to administer the planning of this event and future events of the same name.

From year to year we will contact you regarding the next years event. Please confirm how you would like to be contacted by ticking the box(es) below and filling in the relevent details in block capitals.

Post ☐ Address: _____

_____

_____

_____

_____

Email ☐ Email Address: _____

Telephone ☐ Telephone No: _____

We will not pass your details on to any other party and will only use your records for the purpose of the event, and if applicable enter your name in the programme in the style of J Smith from Northampton.

Please confirm that you are happy by ticking one of the boxes below for us to keep and use your details for the above purposes.

I agree ☐ I do not agree ☐

Print Name _____

Trade Name (If applicable) _____

Signed_____

Date _____

RECORD OF FIRE SAFETY RISK ASSESSMENT

Print

TRADERS AND MARKET STALLS

Name of Unit/Stall:	
Contact No. on site:	
Location on site:	

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units.

	Action required (please tick)	YES	NO
1	Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	☐	☐
2	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	☐	☐
3	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use?	☐	☐
4	If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting).	☐	☐
5	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	☐	☐
6	Has the firefighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required.	☐	☐
7	Have your staff been instructed on how to operate the firefighting equipment provided?	☐	☐
8	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	☐	☐
9	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc, and reduced the risk of them being involved in an incident?	☐	☐
10	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	☐	☐
11	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required.	☐	☐

		Action required (please tick)	YES	NO
12	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.		☐	☐
13	Are you aware that you must not stock or sell certain items, ie, fireworks, garden flares, household candles, tea lights, etc?		☐	☐
14	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?		☐	☐
15	Are you aware that petrol generators may not be permitted on site?		☐	☐
IF YOU USE LPG		Action required (please tick)	**YES**	**NO**
16	Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?		☐	☐
17	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?		☐	☐
18	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?		☐	☐
19	Are the cylinders located away from entrances, emergency exits and circulation areas?		☐	☐
20	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?		☐	☐
21	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?		☐	☐
22	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event).		☐	☐
23	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?		☐	☐

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.
Action:
Action:
Action:
Action:
Action:
Action:
Action:
Action:
Action:
Action:
Stallholder/Responsible Person: **Signature:** _____ **Print Name:** _____ **Date:** _____
Designation:
Company:

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS, SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.